

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 2, 2021 at 9:00 a.m. in Room 1H&I located on the first floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Schmidt, Kuehl, and Hilbert (by phone)

MEMBERS EXCUSED: None.

ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Ed Somers, Executive Director/Administrator; Patti Hilker, County Treasurer; Megan Firari, Human Resources Specialist; Michele Kenning, Clerk of Courts Office Manager; Karen Gibson, County Clerk; Erin Blank, Director of Nursing; Kim Nass, Corporation Counsel; William Ehlenbeck; Land Resources and Parks Director; Jason Roy, Parks Supervisor; Jim Wiersma, Sr. Social Worker Foster Care Coordinator; Dan Siegmann, Public.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

There were no non-Committee Member County Board Supervisors present.

Marsik asked if anyone present had any public comments. Siegmann shared comments regarding the McGrath Compensation Structure and asked the Committee if the Thrive Ed information was reviewed and if so, inquired if it was considered in the McGrath Study.

Motion by Greshay to approve the minutes of the open session minutes of the regular meeting on February 16, 2021. Second by Kuehl. Motion carried without negative vote.

Somers and Blank presented a request for a night (third) shift incentive due to the number of position openings as a \$250.00/pay period incentive for three (3) months, prorated for part-time, to encourage staff to make a three (3) month commitment to help fill the night shift slots until additional staff can be trained and hired. Any employee choosing to continue on night shift after the three (3) month commitment would also receive the \$1,000 sign on bonus in accordance to the sign on bonus policy.

Motion by Greshay to approve the Night Shift Incentives at Clearview as presented. Second by Schmidt. Motion carried without negative vote.

Somers presented a request to create one part-time, benefit-eligible, Receptionist position at Clearview dedicated to reception duties in the evenings and on weekends. Somers stated that currently the duties are completed by the Hospitality Service Aides.

Motion by Kuehl to approve the creation of one (1) part-time, benefit-eligible Receptionist position at Clearview. Second by Schmidt. Motion carried without negative vote.

Hinze presented a request for sick leave donation for a Human Services & Health employee for an anticipated future medical reason. Hinze stated that the Department Head supports the request. Hinze explained that the employee will use all available time off before using donated sick time.

Motion by Schmidt to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried without negative vote.

Hinze initiated discussion regarding paid time on the date of injury under Worker's Compensation and explained the Worker's Compensation three-day waiting period. Hinze noted it was recently discovered

that departments are handling the waiting period differently and for consistency purposes inquired if the Committee would like a policy drafted. It was the consensus of the Committee to have a policy drafted regarding the Worker's Compensation waiting period for review and consideration. Hinze agreed to bring a draft policy for review at the next meeting.

Hinze reported that they are working closely with McGrath in the final stages of the job description project. Hinze stated that McGrath has until March 12, 2021 to submit the final draft of the job descriptions. Hinze indicated that the timeline for the appeal process will be presented at the next Committee meeting.

Hinze updated the Committee on the Performance Review Project indicating that final drafts of the forms were provided to the Project Team who have until Friday, March 5th to provide feedback. Hinze was hopeful that by the next Committee meeting or the April 6th meeting the forms will be available for Committee review. Hinze stated that Information Technology is working on developing the forms in Kronos noting that the forms in Kronos may not have the same look as the paper copy but the goal is to capture all of the elements in the forms. Hinze thanked the Project Team stating they were phenomenal and was very pleased with how it turned out.

Hinze referenced a tentative Paid Time Off (PTO) timeline included in the meeting packet for Committee thoughts and feedback. Hinze reviewed the tentative timeline. Hinze also provided an overview of what Kronos will need for configuration. There was discussion regarding the development of the PTO policy and the timeline. Mielke suggested it may be helpful for the County Board Supervisors to receive information along the way, as a monthly update. Hilbert suggested that when the multiplier is available, to include in the communication to employees what they would have with a PTO versus the current system. Wiersma thanked the Committee for giving employees a choice and expressed agreement that a PTO is a give and take policy. Hinze stated that a draft policy and financial analysis will be provided at the next meeting.

Motion by Greshay to approve the Paid Time Off (PTO) timeline as presented. Second by Hilbert.
Motion carried without negative vote.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Imaging Technician – Intern	Land Resources & Parks
Eight (8) 1,000 hours Seasonal - Park Attendant/Park Caretaker	Land Resources & Parks
One (1) Highway Maintenance Technician	Highway
One (1) Diesel Mechanic	Highway

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay.
Motion carried without negative vote.

There were no leaves of absence to present for consideration.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. NEW HIRE – UNION – PART TIME: None. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. STEP INCREASE – UNION: None. APPOINTED OFFICIAL/COUNTY BOARD: Haley Kenevan, County Board Supervisor, \$60.00, 03/16/2021, County Board. NEW HIRE – FULL TIME: Jacob Konkell, Correctional Officer, \$21.62, 02/17/2021, Sheriff; Megan Bobholz, Social Service Aide II, \$16.95, 02/22/2021, HS & H. NEW HIRE – PART TIME: None. LIMITED TERM/SEASONAL NEW HIRE: None. LIMITED TERM/SEASONAL REHIRE: None. LIMITED TERM/SEASONAL EXTENSION: None. RECLASSIFICATION: None. PROMOTION: None. STATUS CHANGE PT to FT: None. TEMPORARY ASSIGNMENT: None.

The Committee reviewed the Orientation Period Reports.

HR Director's Report:


- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: None to report
- c) Hinze stated that the Employee Health and Wellness Fund is under the Human Resources budget and is comprised of funds from fundraising only. Hinze indicated that the fund is a carryover budget item from year-to-year and as part of the new procedure requires a carryover request and approval.

Motion by Kuehl to approve the budget carryover request for the Employee Health and Wellness Fund, as presented. Second by Schmidt. Motion carried without negative vote.

Future Agenda Items: Job Description Project, Performance Management Project, Paid Time Off (PTO), Review of 2020 Frozen Step and Merit Increases, Worker's Compensation Policy

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Regular Meetings **Tuesday, March 23, 2020 at 9:00 a.m. and Tuesday, April 6, 2021 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:35 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.